

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Thursday, February 20, 2014 2:47 PM
To: Mendelman, Krista
Cc: Carcia, David
Subject: In House Records Destruction Form Template
Attachments: In-House Records Destruction Form OWW-GPU 1003b 2-20-14 .docx

Categories: Record Saved - Shared, Blue Category

Krista,

Here is a template you can use for the old grant records. Fill in the missing information and make corrections, then email it back to me for review. Also, please check to make sure they are not SF Site Specific or needed for Lit Hold and/or FOIA. If you email me a list of the folder titles then I can input the information into Versatile and give you a box #. Please let me know if you have questions. Thanks!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax